

## Bureau of Indian Affairs, Interior

## § 26.25

- (i) Tools for employment;
- (j) Initial union dues;
- (k) Transportation of household effects;
- (l) Security and safety deposits;
- (m) Items to improve personal appearance such as professional work clothing;
- (n) If required, kitchen and other household effects including bedding and appliances; and
- (o) Childcare.

### **§ 26.19 Will I be required to contribute financially to my employment and training goals?**

Yes, the Job Placement and Training Program clients are required to seek other funding, including the use of personal resources as a condition of their ISP.

### **§ 26.20 Can I be required to return portions of my grant?**

Yes, grants are awarded for a specific purpose as described in the applicant's ISP. If the funds cannot be spent according to the ISP, the unused portion must be returned to the service provider's job placement and training budget.

### **§ 26.21 Can this program be combined with other similar programs for maximum benefit?**

Yes, combining this program with other programs is encouraged, to the extent that laws governing program services permit partnering with similar programs and resources.

### **§ 26.22 May a tribe integrate Job Placement and Training funds into its Public Law 102-477 Plan?**

Yes, Indian tribes may integrate Job Placement and Training Program funds into their Public Law 102-477 Plan.

### **§ 26.23 What is an Individual Self-Sufficiency Plan (ISP)?**

- (a) An ISP is a document that:
  - (1) Spells out the details necessary for a person to assume a meaningful job (usually within a reasonable period of time);
  - (2) Supplements the application process and includes needed finances, special clothing, transportation, and support services necessary for employment;

(3) Identifies all financial resources and defines the employment or training objective and activities planned to reach the objective; and

(4) Outlines how the applicant will participate in job placement, where resources will allow.

(b) The employer's job information and offer should be attached to the ISP, which becomes a part of the application (and supporting documents).

(c) The ISP must indicate that the services received will meet the individual's and tribal goals.

(d) Only one comprehensive ISP can be in effect for each applicant at one time. The comprehensive ISP should be coordinated and integrated with other programs offered by the servicing agency.

## **Subpart B—Job Placement Services**

### **§ 26.24 What is the scope of the Job Placement Program?**

The Job Placement Program assists Indian people who have job skills to obtain and retain gainful employment leading to self-sufficiency.

### **§ 26.25 What constitutes a complete Job Placement Program application?**

To be complete, a Job Placement Program application must contain all of the items required by this section.

(a) An application signed by the applicant and servicing office representative.

(b) An ISP, including a list of goods and services needed to get the applicant to the job, signed by the applicant and servicing representative.

(c) An accepted official document that shows the formal relationship between the applicant and a federally recognized tribe or a document that shows an applicant's eligibility for services.

(d) A statement by the service provider that the applicant has been declared eligible for services.

(e) A financial statement that reflects the applicant's unmet need.

(f) An employer certification that the applicant has been hired. The certification must include, at a minimum:

- (1) Job title;

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- (2) Beginning date;
- (3) Beginning wage;
- (4) Date first full paycheck will be issued; and
- (5) Expected duration of the job.

**§ 26.26 What Job Placement services may I receive?**

As determined by the service provider, you may receive transportation to work for a limited period, funds to finalize your job resume, and job placement assistance.

**§ 26.27 What kind of Job Placement support services can I expect?**

Service office representatives will make the determination of what support services are necessary and to be funded. Examples of job placement support services include, but are not limited to resume preparation, interview techniques, job retention, and related living skills.

**§ 26.28 What follow-up services are available after I become employed?**

As determined by the service provider, the following type of services may be available: Temporary housing, transportation to work for a limited period of time, work clothing, and childcare.

**Subpart C—Training Services****§ 26.29 What is the scope of the Job Training Program?**

A service provider may offer career counseling, assessment, recommend training institutions that properly prepare applicants for entry into their career field, and help prepare applicants for gainful employment to the extent program funding will allow and based on applicants' established need.

**§ 26.30 Does the Job Training Program provide part-time training or short-term training?**

Yes, part-time and short-term training are allowable provided the training assists individuals to develop skills necessary to acquire gainful employment, in accordance with the ISP, and depending upon availability of resources. Part-time means no less than six credit units per semester (based on a nine-month school year).

**§ 26.31 May I repeat my training?**

Eligibility for repeat training and other financial assistance will be determined by your tribal service provider.

**§ 26.32 What constitutes a complete Job Training Program application?**

A request for training includes:

- (a) Intake and application data;
- (b) Feasible, comprehensive ISP;
- (c) Tribal affiliation document;
- (d) Selective Service registration;
- (e) Selected place of training;
- (f) Statement of financial need;
- (g) Statement of eligibility; and
- (h) Applicant assessment or other documents as required by the servicing agency.

**§ 26.33 How do I show I need job training?**

The need for Job Placement and Training is shown by completing an application for training that demonstrates financial need.

**§ 26.34 What type of job training assistance may be approved?**

The following types of training that lead to gainful employment may be approved:

- (a) Nationally accredited vocational training;
- (b) Training and non-accredited vocational courses provided by a tribe;
- (c) Training programs not operated by the tribe but approved by the service provider;
- (d) Apprenticeship training supervised by a State apprenticeship agency or council or by the Federal Apprenticeship Training Service that is provided by a corporation or association that has been training bona fide apprentices for at least one year or any other apprenticeship program approved by the service provider; or
- (e) OJT offered by a public or private business.

**§ 26.35 What kind of support services are available to me?**

As determined by the service provider, training support services include, but are not limited to, stipends, transportation, and childcare.